

Z 56  
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1913

A  
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SPENCERIAN ~  
~ SHORTHAND



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# Spencerian Shorthand

for

Amanuensis, Court, and Verbatim  
Reporting

BY

L. C. SPENCER

*Eighth Edition*

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## PREFACE

Since the last edition of this little book, the Spencerian Quick Writing system has made enormous progress, not only with professional stenographers but with the general public.

In the edition preceding the present, the author was content to state as simple facts the claims of the system.

So stated, they appear to all writers of other systems extravagant enough!

Yet there is nothing so hard as a fact.

Whether in the material world or in the impalpable realm of the intellectual, facts are equally indestructible.

Men and all their fallacies die, but their facts live on.

It was never the intent of the inventor and developer of this system, laboring single-mindedly, with one great goal ahead of a life's ambition, to devise merely a new stenography, whose excellencies were to be entered in a race with those of all the other splendid systems born of the genius of man.

His real aim, however, and whether or not he had attained it, he preferred at that time to state rather as detailed facts of an achievement.

From these facts, now demonstrated beyond question or cavil, the studious mind every-

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where deduced certain unavoidable and incalculably important conclusions.

1. The Spencerian Quick Writing is not phonography. It is simplified spelling, written with the simplest characters, governed by the simplest rules:

2. Its aim has been to be as quick as speech and as legible as longhand, and that aim is achieved.

3. It was never intended for the exclusive use of the professional stenographer.

4. *It is a new method of writing, by which all men, instead of using the slow longhand, may write each other as swiftly as they speak, which speed must be admitted to be a requisite without which all writing is deficient and inadequate.*

Such a writing, to be accepted and to come into the general use for which it is intended, must be so simple as to be easily mastered by the grown person, now using longhand, as well as by the child as little advanced as the Third Grade of our Public Schools.

The summary of the claims made in the preceding edition clearly make out such a claim total for the Spencerian Quick Writing. Had these claims, or any of them, been untrue, they would have fallen as the lie always does.

A wonderful other result has been the case. Multitudes have demonstrated them practically.

Children have so forcibly verified them that numerous daily and weekly newspapers are presenting the ten short, simple lessons to

meet the demand and for the benefit of their general readers.

*Boldly and plainly stated, this system aims to take the place ultimately of longhand among men — for the reason that it is infinitely simpler and infinitely swifter than longhand and absolutely as legible.*

No one who has watched a pupil or a class, from the initial to the final lesson, can doubt the ease with which it is learned, the speed with which it is written, the legibility with which it is read or that — whatever the delay in the process of evolution, resulting naturally from conditions — Spencerian Quick Writing has come to take the place of longhand universally among men.

No one knowing the utter impossibility of using any other system as a means of writing between men can fail to understand why none of these systems has ever made any pretense or progress in this wise; and why the Spencerian Quick Writing stands alone in aspiration and accomplishment; and why, affording this vast utility, it is as certain of universal use as were the typewriting and adding machines, or the linotype.

On the marvelous progress made in less than a year, often converting the most stubborn, most analytical and finest experts and teachers of shorthand in the land, and that by the force of gravity of its own inherent arguments (which have never failed where they have had a hearing even among hostile commercial interests), is based the certain prediction that this system is destined to rule in every college and

school where shorthand is taught for the professional use of the student; and that, with the certain growth and increase of its well founded fame, some state, adopting it for its public schools, will demonstrate to the world a generation of children writing to each other, before the close of the first session, with a speed of which their fathers never dreamed, and to these parents as remarkable as the telephone would be to one of our suddenly resurrected great-grandfathers.

It is impossible to conceive the great American people standing still in the universally used art of writing when a new invention, so easily within the reach of all, will save each user from five to twenty times the time he now consumes in transferring thought from his brain to the paper and thence to some one else. Such an outcome is impossible to the brain of normal American progress.

L. C. SPENCER.



# The Alphabet of Spencerian Shorthand

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## FIRST LESSON.

### DOWNWARD AND FORWARD STROKES.

b d f g k l m n r s ss t v w y-ly  
ses



sh ing-ng shun



Vowel position *i e a o u*

1. The vowel position is never read before a character. A letter placed in any vowel position is read first, and the vowel is read next, thus: "N" placed in the "I" position, above the line, is "NI," placed on the line, in the "E" position, is "NE," written through the line, in the "A" position, is "NA," etc.

## 2. Write only the sounded letters in a word.

buy		says		see		she	
bi	.....	sas	.....	se	.....		.....

may		mow		my		show	
ma	.....	mo	.....	mi	.....	sho	.....

die		new		view		shy	
di	.....	nu	.....	vu	.....	shi	.....

fie		vie		knee		boy	
fi	.....	vi	.....	ne	.....		.....

gay		tie		rise		fully	
ga	.....	ti	.....	ris	.....	fuly	.....

was		nose		nice		days	
	.....	nos	.....	nis	.....	das	.....

nicely		no-		sing		sing-	
nisly	.....	tion	.....		.....	ing	.....

3. A word-sign is a character that stands for the word.

4. The student should memorize the word-signs so as to be able to write them rapidly and without hesitation.

## PUNCTUATION.

Repeat  
Marks : . ? ! ¶ - - ( ) [ ] " "

## 5. WORD-SIGNS.

I-the ..... satisfy-ed-action .....  
actory

if ..... a-an-and .....  
.....

of ..... give-gave-given .....  
.....

will-well ..... have-half .....  
.....

all ..... in-any .....  
.....

gentlemen ..... think-thank .....  
.....

gentleman ..... such-shall-ship-ed .....  
.....

is-his ..... take-took-taken .....  
.....

as-has ..... now .....  
.....

us-used-use-ful ..... before-belong .....  
.....

you-your ..... from-form .....  
.....

thing ..... are-or-our .....  
.....

business ..... company .....  
.....



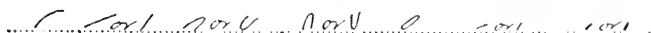
## 8 SECOND LESSON

Up strokes p q sq ch j wh.



Strokes made up or down

l k h th u ing-ng shun.



Forward and downward strokes

a c e i o z x tw-dw.



The "SH" character is used only at the beginning of words or when standing alone.

When "Y-LY" will not make a good joining with the preceding character strike it horizontally to the "right or left."

"C" is seldom used unless as an initial.

A proper name is indicated by placing the ditto marks (") directly underneath it.

When standing alone "H" is written with the open end down; when connected with other characters, it may be written up or down.

"CH" is written down after "B, F, M," and "W."

"B" is made up at the beginning when followed by "Q."

"L" is always written up when standing alone; when joined to other characters it may be written up or down.

"U" is always understood after "Q."

9. A dot placed before a character expresses the long sound of the position vowel; after it, the other sounds. This is seldom if ever necessary.

law ..... / ..... Fay × ) ..... pale / ..... sigh ..... °

lay .... / ..... bane ..... L ..... gay | ..... he ..... 2

paw ... / ..... joy ..... / ..... pan ..... / ..... nook ..... 7

pay .. / ..... chew ..... / ..... weigh ..... / ..... M ke ..... /

my ..... / ..... fetch ..... / ..... neigh ..... / ..... lake ..... /

nigh ..... / ..... leach ..... / ..... pug ..... / ..... pike ..... /

peg ..... / ..... beach ..... / ..... dutch ..... / ..... shake ..... /

page ..... / ..... batch ..... / ..... ditch ..... / ..... notch ..... /

cake ..... / ..... pone ..... / ..... hole ..... / ..... squeak ..... /

10.

### WORD-SIGNS.

how-hope ..... / ..... beyond ..... /

disappoint-ed-ment ..... 6 ..... yet ..... /

defend-ed-ant ..... ( ..... develop-ed-ment ..... (

subject-ed-tion ..... 9

11.

week ..... nag ..... size ..... joke .....  
wish ..... touch ..... sizes ..... foe .....  
to ..... load ..... coke ..... hay .....  
money ..... beak ..... woke ..... fang .....  
teach ..... fully ..... yoke ..... chew-  
ing .....  
toy ..... folly ..... yell ..... quick .....  
row ..... she ..... yale ..... whig .....  
sail ..... shy ..... mill ..... mo-  
tion .....  
ocean ..... bake ..... lag ..... hack .....  
make ..... lea ..... squaw ..... leak .....

## FIGURES.

\$15.50, \$5. \$500. \$5,000, \$500,000, \$5,000,000, 5%.

$$\frac{15^{50}}{2 \cdot 7 \cdot 4 \cdot 4 \cdot 7 \cdot 5}$$

See letters 3 and 4, Dictation book, for practice in connection with this lesson.

## THIRD LESSON

12. "SS" is usually pronounced "SES," "SEZ," "SIS," "ZES," etc., and is written and read in the same manner as "S."

13. When attached to curves "S" is written on the inside of the curve; this is called the *CIRCLE SIDE* of curves.

nice ..... ..... zealous ..... ..... same .....

racing ..... ..... wishing ..... ..... roses .....

races ..... ..... seems ..... ..... rice .....

sailing ..... ..... mass-  
ing ..... ..... was .....

serious ..... ..... suffice ..... ..... days .....

spice ..... ..... snow-  
ing ..... ..... fees .....

this ..... ..... niece ..... ..... sure .....

14. When "S" preceeds "A" or "E," it is expressed by making the *CIRCLE* on the reverse side of those characters, omitting the hook.




A	SA	E	SE	There are but few words that make the use of these characters necessary.

sauce	scance



15. On straight strokes "S" is written in the direction opposite to the movement of the hands of the clock. This is called the *CIRCLE SIDE* on straight strokes, the side opposite to this is called the *REVERSE SIDE*.

vase .....  ..... suit- .....  ..... ing .....  ..... sickly ..... 

shies .....  ..... shoes .....  ..... case ..... 

ties .....  ..... twice .....  ..... sacks ..... 

16. Between strokes forming an angle, "S" is written on the outside of the angle.

cast .....  ..... ques- .....  ..... tion .....  ..... cask ..... 



tussle .....  ..... nicer .....  ..... Jessie ..... 

17. Between *REVERSE CURVES* "S" is written on the back of the first curve.

Mason .....  ..... wiser .....  ..... Messrs. ..... 

dismiss .....  ..... miserly .....  ..... mizzen ..... 

### WORD-SIGNS.

18. extra .....  ..... which ..... 

except .....  ..... each ..... 

accept .....  ..... much ..... 

## 19.

most ..... lisp ..... list .....

west ..... lesser ..... lost .....

whist ..... must ..... best .....

sighing ..... post ..... mist .....

keys ..... cost ..... rest .....

twist ..... chosen ..... test .....

20. Writing frequently occurring words in the "U" position indicates that "YOU" or "YOUR" follows them.

do you ..... of-if you .....

and you ..... to you .....

21. The word-signs, "extra," "in-any;" "I-the;" "a-an-and;" and the syllables "mis," "dis," "re," "be," and "de," may be written in any position.

extra- ..... in case ..... remiss .....

dispose ..... extra ..... demise .....  
space

See letter 5, Dictation book, for practice in connection with this lesson.

## FOURTH LESSON

## RULE I.

22. A small hook at the beginning on the inside of curved strokes is "A" or "E." A large initial hook is "O" or "U."

23. Vowel hooks are always read first, and then the character to which they are attached.

24. Words that do not require position are written on the line.

ape ..... am ..... up .....

aims ..... arrest ..... arise .....

abase ..... arose ..... on .....

away ..... Eula ..... Amos .....

answer ..... arson ..... ally .....

aimless ..... Anna ..... efface .....

25. These hooks are also employed on straight strokes; on the *CIRCLE SIDE* of "T" and on the *REVERSE SIDE* of the others.

at ..... attest ..... eaves .....

action ..... oak ..... ago .....

ages ..... eat ..... oates .....





## FIFTH LESSON

## RULE II.

30. A small hook at the end on the *CIRCLE SIDE* of all strokes is "F" or "V."

pave  ..... living  ..... quaff 



stave  ..... leaving  ..... taffy 



live  ..... lively  ..... paving 




love  ..... level  ..... puffing 

## PHRASING.




31. The "F" or "V" hook in phrasing is "IF," "OF," "HAVE" or "FAVOR."

I have  ..... if you will have 



you have  ..... you have a 

you have  ..... the  ..... you may have 

32. A large hook at the end on the *CIRCLE SIDE* of curved strokes and on either side of straight strokes is "P" or "B."

tap  ..... cap  ..... gap 

rap  ..... slap  ..... leap 

top  ..... wrap  ..... tip 

tapping ..... napping .....slapping ..... 6

type ..... leaping .....tipping ..... 3

shape ..... shop .....map ..... 3

### PHRASING.

33. The "P" or "B" hook in phrasing is  
"BE," "BEEN," or "HOPE."

to be ..... may be ..... 3

we hope you will ..... have you been ..... 3

they have ..... you may be ..... 3

he may be ..... you will be ..... 3

### WORD-SIGNS.

34.

difficult-ty ..... govern-or-ed-ment..... 6

republic-an ..... establish-ed-ment ..... 6

public-publish-ed ..... diploma-cy-tic ..... 6

duplicate-ed-tion ..... 6

Practice letters 8 and 9 in Dictation book in connection  
with this lesson.




## SIXTH LESSON




## RULE III.

35. Make any character double length to add "N," "M," or "L." Make any character half length to add "T," "D," or "TH."




came .......... him .......... night ..........




cat .......... hit .......... lighted..........




when .......... twenty .......... quote ..........

wheat .......... Monday.......... could ..........

"B" and "P," if preceded by any other character, may be written up or down. "P" may be written down at the beginning before "M" and "W."

readable.......... movable .......... heated ..........

tele- .......... penman- .......... place ..........  
phone ship







passable.......... peaceable.......... come ..........

hold .......... stable .......... pleased ..........

field .......... that .......... still ..........

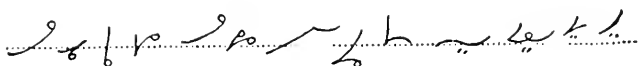
resolv- .......... what .......... while ..........  
able

36. The character "Q" should be made with a large hook, as shown in the alphabet, and when "AQ" or "EQ" is required, write the hook very small.

quality .....  .....      quail .....  .....      quit .....  .....  
equality .....  .....      equal .....  .....      acquit .....  .....

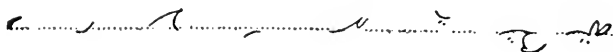
37. Should it become necessary to make a distinction between "N," "M," or "L" in words of one syllable, or proper names, the "N," "M," and "L" strokes should be used; lengthening for "L" only when the "L" coalesces with the stroke, thus:

place, pales, glass, gales, please, scales, clan, blames, gleam.  
Mann, Benson, Bill, Bly.



38. In the halving principle: To make a distinction in common words of one or two syllables, or in proper names, use the "D" and "TH" strokes.

let, pat, lead, lot, path. Wright Madden Matthew





## PHRASING.

39. Make any character double length to add "WILL," "WELL," or "ALL."

we will be		of all the	
by all means		which will have	
who will do the		they will have to	
they will have been		he will do well	

## WORD-SIGNS.

immediate-ly		notwithstanding	
certain-ly-ty		advise-ed-advice	
advertise-ed-ment		into	
glad-ly		month-ly	

Practice letters 10, 11, 12, Dictation book, in connection with this lesson.

## SEVENTH LESSON

## RULE IV.

40. A small hook at the end on the reverse side of all strokes is "G" or "J." When a half length stroke is followed by a hook the "T," "D," or "TH" is generally read after the hook. "G" hook closed is "GS".

gages .....lag .....log .....  
 stage .....judge .....cage .....  
 wagon .....mugs .....wages .....  
 vaguely .....judging .....twig .....

41. The "G" hook in phrasing is "GIVE," "GAVE," or "GIVEN." When closed the "G" hook is "GIVE US" or "GAVE US."

I gave you ..... you gave the .....  
 I gave the ..... I gave to the .....  
 to give you ..... I gave in to you .....  
 we gave you ..... and give us .....  
 wemaygiveyou ..... we give to the .....

42. "PARTY," "DEPARTMENT," "SOCIETY," "EXPRESS," "OLOGY," etc., are expressed by writing "P" for "PARTY," "D" for "DEPARTMENT," "S" for "SOCIETY," "K" for "EXPRESS" and "L" for "OLOGY," through the preceding character.

43. Words that are repeated as, from day to day, night after night, day by day, etc., are written close together, as shown in the illustration.

lace department	.....	fishing party	.....
suit department	.....	to express	.....
Republican party	.....	you may express	.....
my society	.....	my department	.....
fast express	.....	shoe department	.....
theology	.....	etymology	.....
physiology	.....	from day to day	.....
day after day	.....	day by day	.....

Letters for practice 13, 14 and 15.





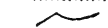
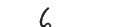
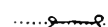

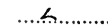

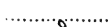






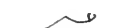


## EIGHTH LESSON





























## RULE V.

44. "K" may express "CON," "COM," "CUM," and "COUN," and may be written in any position.

45. "SM" at the beginning of an outline may express "CIRCU-M."

46. Use "I" for "IM" or "ILL," and "N," for "IN" or "UN."

convey		circumstance	
contain		noncommittal	
communicate		discontent	
constancy		convict	
contempt		compel	
impose		connect	
unseen		immune	
circulation		condemn	
counsel		commence	
immense		impassible	

conduce	..... 	condition	..... 
combine	..... 	compulsion	..... 
countenance	..... 	incision	..... 
compose	..... 	continue	..... 
impel	..... 	contention	..... 
implicit	..... 	consist	..... 
imagine	..... 	confuse	..... 
uncertain	..... 	intense	..... 
imbecile	..... 	illusion	..... 
impossible	..... 	command	..... 
impute	..... 	commend	..... 
compute	..... 	consequence	..... 
immunity	..... 	immodest	..... 
imposition	..... 	illadvised	..... 



Practice letter 17 in Dictation book.



## NINTH LESSON



## RULE VI.



47. Shade any character but the circle to add "R." "Z" may be shaded to distinguish it from "S."



48. The indicated "R" may be read either before or after the position vowel. "Y" shaded is "YR," or "RY."

break .....  ..... transfer .....  .....

attraction .....  ..... more .....  .....



near .....  ..... fisher .....  .....

liar .....  ..... rare .....  .....

incomprehensibility .....  ..... irresistibility .....  .....

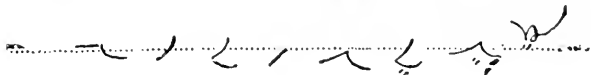
## WORD-SIGNS.

49.

ever-every-very .....  ..... favor .....  .....

50. If necessary to make the word absolute in words of one syllable, or in proper names, shade for "R" only when the indicated "R" coalesces with the stroke; if the vowel intervenes, use the "R" stroke thus:

tree tear bray bar crow core Brann Parker Witherspoon

.....  .....

## PHRASING.

51. In phrasing, the words "ARE," "OR," "OUR," and the syllable "RE," are added by shading the character.

52. Lengthening a shaded character adds "IN" or "THAN." "THAN" is also represented by the letter "N."

we are ..... we are in receipt .....  
of your favor

we are in ..... they are .....

more than ..... we are in receipt .....  
of your letter

to our ..... we are of your opinion

by return mail ..... by our .....

under separate ..... be it more or less  
cover

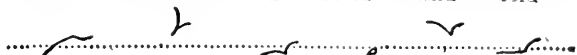
53. The character "U," when preceded by any other character, may be used for either "O" or "U."

Leo tomorrow trio tobacco

.....

54. When "N," "M," or "L" is followed by "T," "D," or "TH," use the halving instead of the lengthening principle, when possible, thus:

land filled mould scold wild told

.....  


55. "TO," "IT," or "NOT," may be represented by the halving principle.

After the first syllable, half length "M," "B," "D," "G," "L," "V," etc., may express "MNT," "BNT," "DNT," "GNT," "LNT," "VNT," etc. When "M" will not make a good joining for "MNT," use half length "N." Shaded "TY-DY" is "TRY" or "DRY."

incident ..... laundry .....

payment ..... inducement .....

relent ..... management .....

sundry ..... resentment .....

movement ..... may it -not .....

impieiment ..... do it -not .....







compliment ..... do not do it .....

raiment ..... did not .....

pagent ..... be it .....















56. "K" made half length and shaded may express "CONTRA," "CONTRE," "CONTRI," "CONTRO," "COUNTER," and may be written in the position of the following syllable.

countermine		countermand	
contradict		controversy	
counterbalance		contribute	

57. "N" made half length and shaded expresses "INTRA," "INTRE," "INTRI," "INTRO," "INTRU," "INTER," and may be written in the position of the following syllable.

58. A tick struck diagonally across a character indicates an abbreviation.































interest		Missouri	
introduce		Mississippi	
interspect		Minnesota	
international		Wisconsin	
interstate		New York	
intercede		California	

Practice the following phrases, and letters 18, 19, 20 and 21 in Dictation book before reviewing.

## PHRASING.

There are certain words, or combinations, which are leaders, so to speak, and to these may be joined various other words making a most easily executed outline.

We give below a list of some of the most commonly used words in ordinary business affairs. These words and combinations should be so thoroughly practiced by the student THAT there will be no hesitancy in applying them.

I am		will you	
I am not		will you have	
you may		will you have the	
(you may have)		will you have your	
you may have		may you	
the		may you have	
you may have a		may you have the	
		may you have your	
you may have		may you have a	
your		and that you	
are you		and that you may	
are you of		and that you are	
are you of the		and that you	
are you of a		may have	
are you of the		and that you	
same		may have the	
do you		and that you may	
do you have		have your	
do you have a		if you	
do you have the		if you have	

by our		I gave	
to you		I gave the	
it will		I gave to the	
it will have		I have been in the	
it will be		and have been in if you	
you can		if you will	
you can have the		if you will have	
you can give		and you have been in the	
you can give the		if I am elected it must be	
you can give us		in reply will say that I am not	
you may give in		I have not heard anything	
at what time of the day		everything on the subject	
we will be pleased		material element	
to have your order		you have no rights in the matter	
to give a		and gave your letter	
to give the		I am of the opinion	
to give your			
to give us			
will you send it at once			
let us hear from you			

if it of it		I have not seen them	
if it is of its		I have not seen a	
for it for it is		and is and see	
for it is to the for it is to your		and say and so	
if it will if it will have		and use and see the	
if it will be if it will do the		and is the and say the	
for it will for it will have		and so the and use the	
for it will do the from you		and is a and see a	
from our in our		and use a you have	
in your by our		you have been you have been in	
by your to our		you gave you gave the	
to your no our		you gave your you gave a	
and have not seen I have not seen		is his see his-us	
I have not seen your		as has so his	

in all		it is for you	
in all things		better than more than	
in all such things		more or less more of your	
(in all cases to all		about the matter	
to all things to all such		in case you have	
by all by all means		by the time you have	
on all of all		by the time you give us	
of all things in all his		as soon as you have time	
from time to time		as soon as you can have	
from year to year		as soon as you can give us	
from city to city		it is impossible	
(in regard to the matter		in receipt of your letter	
your own my own		in response to your	
it is your own		know of no reason	
nevertheless I have not			

## QUESTIONS ON SPENCERIAN SHORTHAND

1. Write all the characters from memory.
2. (a) When is the position vowel read?  
(b) What is a word sign?
3. What is said about the use of the "Y-LY" character? "C"? "Sh"?
4. What is said about the sound of "U" after "Q"?
5. How indicate proper names?
6. What is said about the direction of "Ch"? "H"? "L"?
7. How may the long sound of a vowel be distinguished from its other sounds?
8. Where should a word be written when no position is needed?
9. What is meant by phrasing? Which word of a phrase takes the position?
10. What does the shading of a character add?
11. Which is read first, position vowel or the indicated "R"?
12. What sounds may shaded "Y" be used for?
13. Explain when this shading principle should not be used.
14. What words may be added by shading a character?
15. How should the word-signs, "I-the" and "a-and-an" be made?

16. How distinguish "and-an" from "and-I" and "and-the"?

17. How should circles be joined to curve characters?

— 18. How write "S" before "A" or "E"?

19. What sounds is the large circle used for?

20. How should circles be written to straight characters?

— 21. How should circles be written between straight characters in the same direction?

22. How should circles be written between reverse curves?

23. Which of the word-signs and syllables do not take their own position at the beginning of a phrase?

— 24. Explain value and use of "U" position in phrasing.

25. What sounds may be added by double lengthening a character?

26. Explain the value of double lengthening in phrasing.

— 27. When should lengthening principle not be employed?

28. What sounds may be added by halving?

29. Explain where it might not be advisable to use this principle.

— 30. When either doubling or halving could be used to write a word, which should be chosen? Why?

31. What words may be added by the halving principle?

32. Explain a further use of the halving principle.

33. When may "N" be substituted for "M"?

34. Write from memory all the syllables mentioned in Lesson 5.

35. How indicate an abbreviation?

36. Explain and illustrate the "F" or "V" and "P" or "B" hooks.

37. What is said about the direction of "P" and "B"?

38. What words may be expressed by "F" or "V" and "P" or "B" hooks?

39. Explain and illustrate the "G" or "J" hooks.

40. How may "S" be indicated after "G" hook?

41. What is the usual order of reading a half length followed by a hook?

42. What words may be expressed by the "G" or "J" hook?

43. How write "Party," "Department," "Society," "Express," "ology"?

44. Explain use of small loop at end of word.

45. How may words that are repeated be written?

46. Explain and illustrate all vowel hooks on both curved and straight characters.

47. How indicate "A" or "E" before "Q"?

48. How indicate the vowel before "S" at the beginning of a character?



49. How express an intermediate or final "A" or "E"?

50. For what may the character "U" be used, if preceded by any other stroke?

The above questions embrace almost everything that could possibly be asked in giving an examination in Spencerian Shorthand. They are so thoroughly and systematically arranged, we use them even at the expense of giving Mr. D. L. Hodson, of Chicago, credit for their authorship.





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